DEPARTMENT OF THE ARMY



HEADQUARTERS, U.S. ARMY MATERIEL COMMAND 5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO

AMCPE-F

4 October 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Information of Interest for the Human Resource Management Community

- 1. The following memorandums are enclosed for information and necessary action:
- a. Memorandum, OASA(M&RA), 4 Aug 99, subject: Role of the Civilian Personnel Operations Center Management Agency (Enclosure 1). This memorandum clarifies the roles and responsibilities of the Civilian Personnel Operations Center Management Agency (CPOCMA). Essentially, CPOCMA has day-to-day management and oversight responsibility for CPOCs located in the continental Unites States.
- b. Memorandum, OASA(M&RA), 11 Aug 99, subject: Bilateral Work Arrangements for Family Members of U.S. and Foreign Diplomatic and Consular Personnel (Enclosure 2). The enclosure to this memorandum lists those countries with whom the United States Government has formal agreements which allow family members of foreign diplomatic and consular personnel to work in this country if our family members are afforded the same opportunity in their countries. This information will assist you in counseling employees when they accept overseas assignments and their family members will accompany them to their new duty station.
- c. Memorandum, U.S. Army Family and Support Center, 20 Aug 99, subject: Temporary Continuation of Health Insurance Coverage of Nonappropriated (NAF) Employees Affected by Base Realignment and Closure (BRAC) (Enclosure 3). The memorandum discusses the eligibility of NAF employees at BRAC installations to be offered the opportunity to temporarily retain their health insurance coverage for up to 18 months from separation.
- d. Memorandum, OASA(M&RA), 24 Aug 99, subject: Electronic Customer Feedback Form (Enclosure 4). This memorandum contains information on an internet-based "Open Door Policy" for civilian employees of the Department of the Army. The site is located on

AMCPE-F

SUBJECT: Information of Interest for the Human Resource Management Community

the Army's homepage at http://cpol.army.mil. This is an excellent way for employees to provide feedback on civilian personnel programs directly to the Army leadership. However, we recommend that you encourage employees to continue to use the chain of command to redress employment dissatisfactions.

- 2. Point of contact is Mr. Jay Jamison, AMCPE-F, DSN 767-1030.
- 3. AMC -- Your Readiness Command . . . Serving Soldiers Proudly! FOR THE COMMANDER:

4 Encls

MEIINDA MCMILLON DARBY Depoty Chief of Staff

HOWARD A. OLSEN

for Personnel

Colonel, GS

DISTRIBUTION:

Assistant Deputy Chief of Staff

COMMANDER

for Personnel

- U.S. ARMY INDUSTRIAL OPERATIONS COMMAND, ATTN: AMSIO-HR
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SUBJECT: Information of Interest for the Human Resource Management Community

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DEPARTMENT OF THE ARMY OFFICE OF THE ASSISTANT SECRETARY MANPOWER AND RESERVE AFFAIRS 111 ARMY PENTAGON WASHINGTON DC 20310-0111

August 4, 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Role of the Civilian Personnel Operations Center Management Agency (CPOCMA)

This memorandum clarifies the roles and responsibilities of the CPOCMA. In summary, the CPOCMA has day-to-day management and direct oversight responsibility for the continental United States (CONUS) Civilian Personnel Operations Centers (CPOCs). Detailed responsibilities are as follows:

- Provides operation management and oversight of CONUS CPOCs to assure efficient and effective delivery of regionalized civilian personnel servicing.
- Develops standard practices, procedures and reporting systems for CONUS CPOC implementation.
- Establishes programs to ensure continuous development and improvement of the total civilian personnel administration delivery systems.
- Determines the most efficient and economical methods of training delivery and manages curriculum development to ensure that all of Army's CHR professionals have the opportunity to learn competencies necessary to meet today's and tommorrow's challenges.
- Handles certain Army-wide information technology issues and requirements, such as COOP and Y2K compliance for systems not centrally purchased.

When it is in Army's best interest, CPOCMA provides Major Army Commands with direct access to the CPOCs that fall outside the normal interface on specific personnel matters or on operational matters affecting a Civiliar Personnel Advisory Center.

David L. Snyder

Deputy Assistant Secretary (Civilian Personnel Pol cy)



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332-0300
August 11, 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bilateral Work Agreements for Family Members of U. S. and Foreign Diplomatic and Consular Personnel

The U. S. Department of State negotiates work agreements with foreign countries to enable family members of military and civilian personnel who are assigned to the country to obtain permission to accept employment on the local economy. They have notified this office that they have a new reciprocal bilateral work agreement with Mongolia.

The full updated listings of countries with whom our government currently has formal agreements or de facto reciprocity (i.e., we allow family members of foreign diplomatic and consular personnel to work in this country if our family members are afforded approximately the same opportunity in their countries) are enclosed. In all of the countries participating in these agreements, family members desiring to seek local economy employment should contact the administrative section (usually the personnel officer) at the U. S. Government Embassy for specific procedures for obtaining work permits for employment.

Request widespread circulation of this information to all civilian personnel offices and Army Community Service Family Member Employment Assistance Program (FMEAP) staff in order that they may accurately counsel family members who might benefit.

Elizabeth B. Throckmorton
Chief, Policy and Program
Development Division

Enclosure

DISTRIBUTION
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DIRECTOR, U. S. ARMY CENTER FOR CIVILIAN HUMAN RESOURCE MANAGEMENT
CH EUSA CRO SEATTLE WA
DIRECTOR, DFAS-NDIANAPOLIS CENTER, ATTN: DFAS-I-SAC-B
CIVILIAN PERSONNEL OPERATIONS CENTER MANAGEMENT
AGENCY



Resource No. 2

Bilateral Work Agreements

Historically, Foreign Service family members have been limited to doing volunteer work or working within the Mission while at post because of their diplomatic or consular status. To increase their opportunities for employment, bilateral work agreements are established through a formal exchange of diplomatic notes between the United States and an individual country. These work agreements enable spouses and dependent children of U.S. Government employees assigned to official duty at an Embassy or Consulate in one of these countries to seek employment on the local economy. This is a list of countries with which the United States has bilateral work agreements as of May 1999.

ALBANIA ANTIGUA AND BARBUDA ARGENTINA **AUSTRALIA AZERBAIJAN** BARBADOS¹ **BELARUS BENIN BOLIVIA² BOSNIA-HERZEGOVINA** BOTSWANA¹ **BRAZIL** BULGARIA **CAMEROON CANADA CHAD**

COLOMBIA²
CONGO (BRAZZAVILLE)
COSTA RICA
CROATIA
CZECH REPUBLIC
DENMARK
DJIBOUTI
ECUADOR
EL SALVADOR
FINLAND

FRANCE
GEORGIA
GHANA
GRENADA
GREECE
GUINEA BISSAU
HONDURAS

HUNGARY
IRELAND
ISRAEL
ITALY
JAMAICA²
KAZAKHSTAN
KYRGYZSTAN
LATVIA
LIBERIA

LIECHTENSTEIN LITHUANIA

MACEDONIA (The Former

Yugoslav Republic of)
MALAWI

MALI MALTA MAURITIUS MOLDOVA MOZAMBIQUE NAMIBIA NEPAL

NETHERLANDS NEW ZEALAND NICARAGUA NORWAY PANAMA PERU

PHILIPPINES POLAND ROMANIA RWANDA SAMOA

SIERRA LEONE SLOVAKIA SLOVENIA SPAIN¹ SRI LANKA SWEDEN

TRINIDAD/TOBAGO

TURKEY³ UKRAINE

UNITED KINGDOM

VENEZUELA ZAMBIA ZIMBABWE

Family Liaison Office Room 1212A Department of State Washington, DC 20520-7512 6/10/99 Telephone: 202-647-1076 Fax: 202-647-1670 http://www.state.gov/www/flo/

¹Limited number of family members permitted to work.

²Offer of employment required.

³Limited number of family members permitted to work; restricted employment fields.

De Facto Reciprocal Work Arrangements

On the basis of de facto reciprocity established by precedent, spouses and dependent children of U.S. Government employees assigned to official duty at an Embassy or Consulate in the following countries may apply through specified channels for a permit to work.

AUSTRIA
BANGLADESH
BELGIUM
BELIZE
BURKINA FASO
BURUNDI

REPUBLIC OF CAPE VERDE CENTRAL AFRICAN REPUBLIC

CHILE

COTE D'IVOIRE

CYPRUS

DOMINICAN REPUBLIC

EGYPT ETHIOPIA GABON

THE GAMBIA GERMANY GUINEA

GUYANA HAITI HONG KONG ICELAND

INDIA (limited basis)

JAPAN
JORDAN
KENYA
KOREA
KUWAIT
LEBANON
LESOTHO
LUXEMBOURG

MADAGASCAR MAURITANIA MEXICO* MOROCCO NEPAL

NIGER PAPUA NEW GUINEA

PARAGUAY PORTUGAL QATAR

RUSSIA SENEGAL SEYCHELLES

SINGAPORE SOUTH AFRICA

SUDAN SURINAME SWAZILAND SWITZERLAND SYRIA

TAIWAN TOGO TUNISIA UGANDA

UNITED ARAB EMIRATES

URUGUAY YEMEN

* Spouses only

NOTE: Documentation required to make application for a work permit under de facto reciprocal work arrangements governed by INS regulations 8 C.F.R. 214.2(a)(2) and 8 C.F.R. 214.2(g):

- (1) Letter from the potential employer describing the job and salary;
- (2) Form I 566;
- (3) Form I 765.



DEPARTMENT OF THE ARMY

US ARMY COMMUNITY AND FAMILY SUPPORT CENTER 4700 KING STREET ALEXANDRIA VA 22302-44

CFSC-SP

AUG 2 0 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Temporary Continuation of Health Insurance Coverage for Nonappropriated (NAF) Employees Affected by Base Realignment and Closure (BRAC)

1. References:

- a. Memorandum, CFSC-RM-C, 3 May 1994, subject: Use of Appropriated Base Realignment and Closure (BRAC) Funds for Nonappropriated Fund (NAF) Severance Pay. (Encl 1)
- b. DoD 1400.25-M, Department of Defense Civilian Personnel Manual, Subchapter 1417, pages 1417-3 and 1417-4, March 17, 1999. (Encl 2)
- 2. In accordance with DoD 1400.25-M, eligible NAF employees at BRAC installations shall be offered the opportunity to temporarily retain their health insurance coverage for up to 18 months from separation and the employing NAFI will continue to finance the employer's share and administrative fee of the temporary continuation of coverage, reference 1 b.
- 3. Procedures for funding, on behalf of employees who accept temporary coverage as part of their severance package, will be followed in accordance with reference 1a.
- 4. This memorandum has been coordinated with the Army BRAC Office (DAIM-BO) and Assistant Secretary of the Army, (Manpower and Reserve Affairs), NAF Policy. The U.S. Army Community and Family Support Center (CFSC) points of contact are Ms. Ida Thomas, CFSC-SP, DSN: 761-7436/(703) 681-7436; Mr. Arleigh Wentzel, CFSC-FM, DSN: 761-7291/(703) 681-7291; and Mr. Charles Sandlin, CFSC-HR, DSN: 761-7260/(703) 681-7260.

2 Encls

Craig B. Whelder
CRAIG B. WHELDEN
Brigadier General, USA

Commanding

CFSC-SP

SUBJECT: Temporary Continuation of Health Insurance Coverage for Nonappropriated (NAF) Employees Affected by Base Realignment and Closure (BRAC)

DISTRIBUTION:

COMMANDER

U.S. ARMY EUROPE AND SEVENTH ARMY, ATTN: AEAGA-G (MS. WOOD)

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ATTN: AFPI-BC (MR. ROBERTS)

U.S. ARMY TRAINING & DOCTRINE COMMAND,

ATTN: ATBO-F (MR. COMPTON)

ATTN: ATCS-OR (MR. TAYLOR)

U.S. ARMY MATERIEL COMMAND,

ATTN: AMCPE-M (MR. ANASTASIO)

ATTN: AMCSO (MR. POWELL)

U.S. ARMY MILITARY DISTRICT OF WASHINGTON.

ATTN: ANPE (MS. PATRICIA DUMIER)

ATTN: ANEN-RO (MS. RODRIQUEZ)

EIGHTH U.S. ARMY, ATTN: EAGA (MR. KONIECZNY)

U.S. ARMY PACIFIC,

ATTN: APPE-CFA (MR. COLE)

ATTN: APRM-MC (MR. STEVAUX)

U.S. ARMY MEDICAL COMMAND.

ATTN: MCPE-H (MR. WILLIAMS)

ATTN: MCHO-OP-MR (MR. BINKLEY)

MILITARY TRAFFIC COMMAND,

ATTN: MTPAL-HR (MS. VANDYNE)

ATTN: MTRM-R (MS. KING)

DIRECTOR

DEFENSE LOGISTICS AGENCY

ATTN: CAHMQ (MR. DOYLE)

ATTN: DLSC-BP (MS. MASTERS)



DEPARTMENT OF THE ARMY U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER ALEXANDRIA, VA 22331-05 0 8



REPLY TO ATTENTION OF

CFSC-RM-C (310-2d)

3 MAY 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Appropriated Base Realignment and Closure (BRAC) Funds for Nonappropriated Fund (NAF) Severance Pay

1. References:

- a. Assistant Secretary of Defense (Personnel and Readiness)
 Memorandum, 24 November 1993, subject: Defense Policy for Base
 Realignment and Closure (BRAC). (Encl 1)
- b. Department of the Army, Office of the General Counsel Memorandum, 3 January 1994, subject: Use of Defense Base Realignment and Closure (BRAC) Account Funds for NAF Severance and Relocation Pay. (Encl 2)
- c. Assistant Chief of Staff for Installation Management Memorandum, DAIM-BO, 16 March 1994, subject: Use of Base Closure Account Funds for Nonappropriated Fund Instrumentality (NAFI) Actions. (Encl 3)
- 2. This is NAF Financial Management Memorandum 94-2. Please distribute to all MACOM and installation personnel involved with NAF financial management policies and procedures. Also, please distribute this to all installation Morale, Welfare, and Recreation (MWR) fund managers or their equivalents, financial management divisions (FMDs) and central accounting offices (CAOs).
- 3. References 1a and 1b authorize the use of appropriated BRAC funds to pay NAF employees severance pay, provided the severance and relocation expenses are a direct result of approved base closures or realignments. Reference 1c indicates that BRAC funds are not presently available to support NAF BRAC actions and requests MACOM identification of NAF BRAC costs for briefing to the Program Budget Committee (PBC). Reference 1c also provides that MACOMs may support NAF BRAC requirements from their Total Obligation Authority (TOA), subject to availability of funds; however, reimbursement from BRAC accounts will be based on the PBC decision. MWR financial management/resource management personnel must ensure that they provide input to the implementing MACOM during the APF budget cycle.
- 4. All severance payments to NAF employees as a result of BRAC actions will be processed through the applicable NAF civilian personnel and payroll offices, regardless of source of funds.

Enal 1

3 MAY 1994

CFSC-RM-C

SUBJECT: Use of Appropriated Base Reslignment and Closure (BRAC) Funds for Nonappropriated Fund (NAF) Severance Pay

Taxes and employee benefit contributions will be withheld as appropriate. In those cases where APFs have been obligated for severance payments to NAF employees, these payments will not be recognized as an expense to the employing nonappropriated fund instrumentality (NAFI), but as a receivable from the U.S. The servicing NAF Central Accounting Office (CAO) will bill the U.S. Government (servicing Finance and Accounting Office) for the BRAC NAF severance amounts, based on the prior obligation of APF/BRAC funds. APF may be used to pay for NAF BRAC severance payments occurring on or after 24 November 1993 that are directly attributable to BRAC actions, subject to availability of funds.

This memorandum has been coordinated with the Defense Finance and Accounting Service (DFAS), NAF Directorate, and Appropriated Fund Accounting Policy Division, and the Army BRAC office (DAIM-Specific accounting procedures will be issued by DFAS. U.S. Army Community and Family Support Center (USACFSC) point of contact is Mrs. Priscilla Pazzano, DSN 221-0860/(703) 325-0860. Points of contact at DFAS are: Mr. Ray York, DSN 699-3107/(317) 542-3107 for NAF accounting policy and payroll, and Mr. Michael McNabb, DSN 699-3069/(317) 542-3069 for APF accounting policy. The Army BRAC office point of contact is LTC Gonyea, DSN 225-8029/(703) 695-8029.

FOR THE COMMANDER:

3 Encls as

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US ARMY EUROPE AND SEVENTH ARMY, ATTN: AEAGA-GC, AEAGF-FN

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(CONT)

(i)

DALBEY

Resource

1 -

CFSC-RM-C

SUBJECT: Use of Appropriated Base Reslignment and Closure (BRAC) Funds for Nonappropriated Fund (NAF) Severance Pay

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U.S. ARMY SOUTH, ATTN: SOPR-HR, SOPR

SUPERINTENDENT, U.S. MILITARY ACADEMY, ATTN: MAPA, MARM-AP

COMMANDANT, THE JUDGE ADVOCATE GENERAL'S SCHOOL, ATTN: JAGS-SSC

DIRECTOR

DEFENSE LOGISTICS AGENCY, ATTN: DLA-M
PENTAGON ATHLETIC CENTER, ATTN: JDHQ-P

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CNAO



ASSISTANT SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON WASHINGTON DC 20201-1000



NOV 2 4 1993

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT)

ASSISTANT SECRETARY OF THE ARMY
(INSTALLATIONS, LOGISTICS & ENVIRONMENT)
ASSISTANT SECRETARY OF THE ARMY (MANPOWER

& RESERVE AFFAIRS)

ASSISTANT SECRETARY OF THE NAVY (MANPOWER

. & RESERVE AFFAIRS)

ASSISTANT SECRETARY OF THE NAVY (INSTALLATIONS & ENVIRONMENT)

ASSISTANT SECRETARY OF THE NAVY (FINANCIAL

MANAGEMENT)

ASSISTANT SECRETARY OF THE AIR FORCE

(MANPOWER, RESERVE AFFAIRS, INSTALLATIONS &

ENVIRONMENT)

ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL MANAGEMENT & COMPTROLLER)

DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Defense Policy for Base Realignment and Closure (BRAC)

The purpose of this memorandum is to note that commissary and nonappropriated found instrumentality (NAFI) realignment and closure costs are authorized funding from all BRAC accounts. Appropriated funds may finance morale, welfare and recreation (MWR), commissary exchange, and other NAFI costs that are a direct result of an approved BRAC action.

Commissary and NAFI funding is not restricted to only the "Reserve Account" created by Public Law 102-190. It is doubtful whether the Reserve Account will receive substantial proceeds from the transfer or disposal of commissary and nonappropriated assets. If realized, the funds are not available until an Appropriations Act provides for their use. Reserve account funds will be used for BRAC actions when available.

Please ensure that MWR, commissary, exchange, and NAFI requirements are allowed to compete with other programs for funding from the BRAC accounts.

Edwin Dom

Printed on



George Page



DEPARTMENT OF THE ARMY OFFICE OF THE GENERAL COUNSEL WASHINGTON, DC 20310-0104



3 January 1994

MEMORANDUM FOR OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT) (ATTN: SAFM-RBA)

SUBJECT: Use of Defense Base Realignment and Closure (BRAC) Account Funds for NAF Severance and Relocation Pay

This responds to your request for a legal opinion regarding the availability of funds in the Base Realignment and Closure Account 1990 for the purpose of paying severance and relocation costs for nonappropriated fund employees in cases where these costs directly result from approved base closures or realignments.

The Office of the DoD General Counsel has determined that the Nonappropriated Fund Facility Investment Base Closure Recovery Account does not presently preclude DoD from using more general appropriations (such as the Base Realignment and Closure Account 1990) to accomplish purposes for which Congress created this reserve account (Enclosure). Moreover, the "Reserve Account" created by Public Law 102-190 is not expressly available for severance and relocation costs. Accordingly, Base Realignment and Closure Account 1990 funds may be obligated and expended to cover such costs, provided the severance and relocation expenses directly result from approved base closures or realignments.

Matt Reres
Deputy General Counsel
(Fiscal Law & Policy)

Enclosure

17



DEPARTMENT OF THE ARMY ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT 600 ARMY PENTAGON WASHINGTON DC 20310-0500



DATM-B0 (5-10c)

1 6 MAR 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Base Closure Account Funds for Nonappropriated Fund Instrumentality (NAFI) Actions.

- Reference Memorandum, Assistant Secretary Of Defense, Edwin Dorn, 24 November 1993, subject: Defense Policy for Base Realignment and Closure (BRAC) (enclosed).
- The purpose of this correspondence is to provide interim guidance relating to the referenced memorandum.
- a. MACOMS are requested to identify costs associated with BRAC actions involving NAFI and forward them to this office. Base Realignment and Closure Office (BRACO), in coordination with the appropriate ARSTAF elements will review the requirements. This office will brief the Program Budget Committee and receive guidance, to include the level of fiscal support from the BRAC accounts. BRACO will provide this information to all planning MACOMs.
- Funds to support the NAFI BRAC actions are not presently available in the Base Closure Account. MACOMs may support NAFI BRAC requirements from their TOA, however, reimbursement from the BRAC accounts will be based on the PRC decision. All NAFI BRAC costs are currently unfinanced requirements for both the Army TOA and the BRAC accounts.
- The BRACO point of contact for this action is Mr. Steve M. Hill. DSN 225-8029.

Enclosure

Deputy Assistant Chief of Staff for Installation Management

DISTRIBUTION:



DEPARTMENT OF THE ARMY OFFICE OF THE ASSISTANT SECRETARY MANPOWER AND RESERVE AFFAIRS 111 ARMY PENTAGON WASHINGTON DC 20310-0111

August 24, 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Customer Feedback Form

I am expanding our effort to include customer feedback in our policy and program decisions by establishing an internet-based "Open Door Policy" for our Army-wide work force. The site will open September 1, 1999, on our Army Civilian Personnel Online homepage at http://cpol.army.mil/.

The customer feedback site consists of a short letter inviting comments through an electronic form sent to a special mailbox that I have set up. I will review the ideas, with my Plans and Strategies Division, to determine consistent issues and potential opportunities for improvement across the Army.

I believe that a good place to get ideas and recommendations on what needs attention is from the people who are experiencing the situations. This method of information gathering does not circumvent or replace the formal chain-of-command. It is simply an informal and quick way to express ideas or concerns that individuals may have about civilian personnel on a day-to-day basis.

Please direct your questions or comments on the electronic customer feedback project to my point of contact: Lee R. Mudd, Personnel Psychologist, at 703-695-9741 or DSN 225-9741; email at: Lee.Mudd@hqda.army.mil.

David L. Snyder

Deputy Assistant Secretary (Civilian Personnel Policy)